

**CLASS TITLE: COMMUNITY PROGRAM COUNSELOR**

**Class Code: 02567400**

**Pay Grade: 27A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform responsible counseling duties in connection with the state's community confinement program involving home confinement and bail and pretrial release services administered by the Department of Corrections; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior from whom work assignments and instructions are received; work is reviewed in process and/or upon completion for results obtained and for conformance to established laws, rules, regulations, and policies.

**SUPERVISION EXERCISED:** As required, may supervise the work of others assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform responsible counseling duties in connection with the state's community confinement program involving home confinement and bail and pretrial release services administered by the Department of Corrections.

To collect, organize and analyze information or inmate referrals and conduct investigations and interviews with candidates and members of the community in order to prepare reports concerning community confinement eligibility.

To assist departmental personnel and community confinement service providers in the preparations and completion of home confinement applications to the courts, information required for the operation of bail, pretrial services or awaiting trial case management programs.

To monitor, on a daily basis, the status of inmates awaiting trial to continue monitoring cases of pretrial detainees with respect to court appearances, court events and next scheduled court data and to interact with the courts on the case management of inmates held awaiting trial.

To assist in the research and development of policies and procedures involving home confinement, bail, pretrial services and awaiting trial case management.

To provide superiors with program status reports reflecting positive and negative termination of inmates from home confinement status and /or pretrial release programs.

To report to superior's violations of conditions by inmates assigned to home confinement and bail programs.

To serve in a liaison capacity between the department, other criminal justice agencies and the providers of home confinement, bail, and pretrial release services.

To assist in providing regular reports on the number and status of various categories of individuals in home confinement and/or bail programs.

To assist the classification board as necessary.

To do related work as required.

**REQUIRED QUALIFICATION FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the principles and practices of community confinement, bail, pretrial release and case management; the ability to conduct fact finding interviews with offenders and members of the community and the ability to submit written reports thereon; a working knowledge of the provisions of law relating to community confinement; the ability to analyze and evaluate case records, police, court and departmental files; the ability assist in the research and development of policies and procedures involving home confinement, bail, pretrial services and

awaiting trial case management; the ability to compile data and submit various reports relative to the program; the ability to establish and maintain effective relationships with other state agencies, community based service providers and others associated with the community confinement program; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing; and  
Experience: Such as may have been gained through: employment in a responsible position in a correctional facility involving counseling or the application of investigative techniques in a correctional setting providing services to offender population.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: October 7, 1990

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